



Filing a Return as a Biodiesel Producer Manual Data Entry

FILE AND PAY AT:
<http://sd.gov/epath>

BENEFITS OF EPATH

- Provides 24/7 access to file and pay returns by electronic means
- Easy Data entry or Data upload
- System does all calculations
- Pay by ACH Debit or ACH Credit

Features

- Amend returns online
- Review returns, payments, outstanding returns, and account balances
- Make payments
- View pending payments and make changes to pending payments
- Use bank account for a one-time payment or save account information for future payments
- Use one EPath account to file and pay taxes for multiple licenses for same owner
- Assign additional users access to specific licenses on your EPath account
- Change your password, security questions, and email address at any time

Login >

Log in to your Account

Username:

Password:

[Forgot your Password?](#)

Continue

Create an Account

If you are not already using EPath to access your account, create an account now.

Create Account

Watch Video on
Creating an Account

Use EPath to file and pay the following taxes:

911 Emergency Surcharge
Bank Franchise Tax
Contractors' Excise Tax
Sales and Use Tax

Motor Fuel:

Biodiesel Producer	Blender
Ethanol Broker	Ethanol Producer
Importer/Exporter	LNG
LPG User	LPG Vendor
Supplier	

Make a Payment >

If you don't have an EPath account and need to make a payment by ACH Debit or Credit Card for the Taxes Listed above.

If you owe tax and do not have a tax license, please call 1-800-829-9188.



Due Dates Calendar

ACCESS
EPATH HELP
FROM EVERY
SCREEN

Please refrain from using the browser's back button while using this site.


This site uses SSL (Secure Sockets Layer) encryption to protect your information.

[Privacy Statement](#)

Each  has help information, simply point to the  to display the information.

Main Menu >

File and/or pay taxes.

- ▶ [File or Amend Return/Payment](#) 
- ▶ [Upload Additional Documentation](#) 

- ▶ [Payment Only](#) 

Select an account function to perform.

- ▶ [Add/Edit User Accounts](#) 
- ▶ [Cancel Licenses](#)
- ▶ [Print License Card](#)

- ▶ [Change Profile](#) 
- ▶ [Add a License](#)

View History.

- ▶ [View Account Activity](#) 
- ▶ [View Pending Items](#) 


- ▶ [View/Edit Pending Electronic Payments](#) 
- ▶ [View Deleted Electronic Payments](#) 

Log out

Main Menu >

File and/or pay taxes.

▶ **File or Amend Return/Payment** 

▶ [Upload Additional Documentation](#) 

▶ [Payment Only](#) 

Tax Return Filing Menu >


Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.


Filing Options

☒ File a Return For:

☐ Amend a Return For: 

☐ Edit a Saved Return:

Select the Data Entry Method:

3000-1000-BP Wonder Woman Corporations (Biodiesel Producer) 

--Please select a Period--

DEC 2015 (Monthly Return)

NOV 2015 (Monthly Return)

OCT 2015 (Monthly Return)

SEP 2015 (Monthly Return)

AUG 2015 (Monthly Return)

☐ Manual Data Entry

Log out

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Step 2: Choose from Filing Options to file, amend, or edit returns

Step 1: Use the dropdown boxes to display license numbers and returns

Example: Manual Data Entry


Tax Return Filing Menu >

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.

Filing Options

- ☒ File a Return For:
- ☐ Amend a Return For: 
- ☐ Edit a Saved Return:

Select the Data Entry Method:

3000-1000-BP Wonder Woman Corporations (Biodiesel Producer)	▼
FEB 2016 (Monthly Return)	▼
—Please select a Period—	▼
—Please select a Period—	▼

- ☐ Upload File Containing Data
- ☒ Manual Data Entry

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Step 3: Choose a Data Entry Method to input a schedule

Manual Data Entry allows you to enter the information one transaction at a time directly into EPath.

Step 4: Click Next

SCHEDULE TYPES, PRODUCT CODES, AND MODES OF TRANSFER

❖ Depending on the type of activity conducted, below are the schedule types, product codes, and modes that you will use. When uploading an electronic schedule the following schedule types will automatically record the gallons you report on the line listed in the description box.

<u>Schedule Type</u>	<u>Description</u>	<u>Line(s) of Return</u>
6a	This schedule type will report gallons sold tax exempt to a licensed exporter for export.	4
6b	This schedule type will report gallons sold tax exempt to a licensed blender.	4
6d	This schedule type will report gallons sold tax exempt to a licensed supplier purchasing the fuel for resale at a terminal.	4
5	This schedule type will report the total gallons of biodiesel sold with tax collected to unlicensed purchasers during the reporting period (this includes anyone not covered under the previously listed schedule types).	4

❖ As a Biodiesel Producer you will only be reporting sales of clear Biodiesel and dyed Biodiesel.

<u>Product Code</u>	<u>Fuel Type</u>
284	Clear Biodiesel
290	Dyed Biodiesel

❖ How the fuel was transported will also need to be listed on the schedule. Below are the codes that will be used and what they stand for.

<u>Mode</u>	<u>Description</u>
J	Truck
R	Rail Car
B	Barge
PL	Pipeline

Return Data Entry

Step 1: Enter the information from your records into each box.

The Purchaser's FEIN or Social Security cannot be substituted for 999999999 if they are not available

Return Data Entry >

Filing FEB 2016 Return For 3000-1000 BP

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Enter the information for each listing in the fields provided below and click the 'Save' button to add/edit the listing. You may delete or edit records after they have been added. When done entering all listings click the 'Next' button to continue.

Schedule Type	5-Gallons delivered with the tax collecte	Destination State	SD
Product Type	284 - Biodiesel(clear)	Sold To	DEF
Carrier Name	ABC	Purchaser's FEIN	123456789
Carrier FEIN	123456789	Date Shipped	02/02/2016
Mode	J	Manifest Number	123456
Origin State	SD	Gross Gallons	1200

☐ Clear form after updates

Page 0 of 0 | Total Records: 0

[Save Schedule Information](#)

Step 2:
Once you have entered in all of the information click Save.

If you check this box it will clear the form to enter the next transaction.

Date Shipped is the Transaction Date

Step 3: Click Next.

December 2017 | 8

TIP: Calculate entries before continuing on in the process.

Step 1: Lines 1, 2, 9, and 11 are entered in manually

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Biodiesel Producer Return

BIODIESEL INVENTORY & SALES		Clear Bio-Diesel	Dyed Bio-Diesel
1. Total gallons of biodiesel in producer's inventory at beginning of reporting period			
2. Total gallons of biodiesel produced during reporting period			
3. Subtotal gallons of biodiesel (Add Lines 1 and 2)		9,500	15,100
4. Total gallons of biodiesel sold to licensed purchaser during reporting period (Attach Uniform Schedule of Disbursements - Type 6a, 6b, 6d)		6,500	8,100
5. Total gallons of biodiesel sold to unlicensed purchaser during reporting period (Attach Uniform Schedule of Disbursements - Type 5)		3,000	7,000
6. Total gallons of biodiesel sold during reporting period (Add Lines 4 and 5)		9,500	15,100
7. Total gallons of biodiesel remaining in inventory at end of reporting period (Subtract Line 6 from Line 3)		0	0
BIODIESEL PRODUCTION		Clear Bio-Diesel	Dyed Bio-Diesel
8. Total gallons biodiesel sold during reporting period. (Record amount from Line 6 here)		9,500	15,100
9. Total gallons of biodiesel produced out of state			
10. Net gallons produced (Subtract Line 9 from Line 8)		9,500	15,100
TAXES AND FEES DUE		Clear Bio-Diesel	Dyed Bio-Diesel
11. Total gallons of ethanol/methanol used to produce biodiesel			
12. Net credit due for gallons of ethanol/methanol used in production (Multiply Line 11 by \$0.14)		\$0.00	\$0.00
13. Net credit due for gallons of ethanol/methanol used to produce biodiesel (Multiply Line 11 by \$0.02 TI Fee)		\$0.00	\$0.00
14. Total credit for this reporting period (Add Lines 12 and 13)		\$0.00	\$0.00
15. Total gallons of biodiesel sold to unlicensed purchasers during reporting period (Record amount from Line 5 here)		3,000	
16. Fuel Tax Due (Multiply Line 15 by \$0.28)		\$840.00	
TOTALS			
17. Tank Inspection Fee (Multiply Line 5 by \$0.02)			\$200.00
18. Total Taxes and Fees (Add Lines 16, 17 and subtract Line 14)			\$1,040.00
19. Interest			\$31.20
20. Penalty			\$104.00
21. Total taxes and fees for this reporting period (Add Lines 18, 19, and 20)			\$1,175.20

Calculate Back Next

Step 2:
Click
Calculate

Step 3:
Click Next

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Biodiesel Producer Return

BIODIESEL INVENTORY & SALES		Clear Bio-Diesel	Dyed Bio-Diesel
1. Total gallons of biodiesel in producer's inventory at beginning of reporting period		0	0
2. Total gallons of biodiesel produced during reporting period		0	0
3. Subtotal gallons of biodiesel (Add Lines 1 and 2)		0	0
4. Total gallons of biodiesel sold to licensed purchaser during reporting period (Attach Uniform Schedule of Disbursements - Type 6a, 6b, or 6d)		6,500	8,100
5. Total gallons of biodiesel sold to unlicensed purchaser during reporting period (Attach Uniform Schedule of Disbursements - Type 5)		3,000	7,000
6. Total gallons of biodiesel sold during reporting period (Add Lines 4 and 5)		9,500	15,100
7. Total gallons of biodiesel remaining in inventory at end of reporting period (Subtract Line 6 from Line 3)		-9,500	-15,100
BIODIESEL PRODUCTION		Clear Bio-Diesel	Dyed Bio-Diesel
8. Total gallons biodiesel sold during reporting period. (Record amount from Line 6 here)		9,500	15,100
9. Total gallons of biodiesel produced out of state		0	0
10. Net gallons produced (Subtract Line 9 from Line 8)		9,500	15,100
TAXES AND FEES DUE		Clear Bio-Diesel	Dyed Bio-Diesel
11. Total gallons of ethanol/methanol used to produce biodiesel		0	0
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15. Total gallons of biodiesel sold to unlicensed purchasers during reporting period (Record amount from Line 5 here)		3,000	
16. Fuel Tax Due (Multiply Line 15 by \$0.28)		\$840.00	
TAXES AND FEES DUE			
17. Tank Inspection Fee (Multiply Line 5 by \$0.02)			\$200.00
18. Total Taxes and Fees (Add Lines 16, 17 and subtract Line 14)			\$1,040.00
19. Interest			\$31.20
20. Penalty			\$104.00
21. Total taxes and fees for this reporting period (Add Lines 18, 19, and 20)			\$1,175.20

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TIP: Always remember to review your entries before continuing on in the process.

Click Next

Example: Returns with Tax Due




On the Payment Method page you have the option to pay the tax amount due on your Biodiesel Producer Return. If no tax is due you will not reach this page.

Payment Method >

Filing FEB 2016 Return For 3000-1000 BP

Step 1:
Choose a
Payment
Method

Select the Payment Method you will be using

- ☐ ACH Debit ?
☐ ACH Credit ?
☐ Credit Card   

A non-refundable convenience fee of 2.45% will apply if you pay by credit card.

Credit Card payments are processed by Elavon Inc. You will be taken to Elavon's site to enter your credit card information after you submit your return.

☐ No Payment at this time. (Interest will apply to late payments.)

Step 2: Follow the prompts to make a payment if you choose to make a payment at this time

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If you choose to make a payment at a later date select No Payment at this time and click Next.

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Step 3: Click
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Please verify your Return information. Use the 'Back' button or select a link from the side menu to go to the appropriate page to fix the errors.

To submit your Return read the 'Filing Agreement', enter your log in password, and click the 'Submit' button.

Return Information

License:	3000-1000-BP	Period:	02/2016
Name:	WONDER WOMAN CORPORATIONS	Return Due Date:	3/23/2016
File Code:	Required Calendar Monthly	Return Type:	BP - Original
		Total Tax Due:	\$1,040.00
		Interest/Penalty:	\$135.20
		Total Due:	\$1,175.20
		Payment Type:	None

Filing Agreement

By rekeying my log in password I declare and affirm under penalty of perjury that this return has been examined by me, and to the best of my knowledge and belief is in all things true and correct. I understand that by submitting this return electronically it is my intention to have the South Dakota Department of Revenue accept it as filed.


Login Password:

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Submit

Reminder: Clicking Submit will finalize the filing process. Make sure to look everything over one last time.

Confirmation Information >

Confirmation
Confirmation Number: 117251341694570807 Date Submitted: Jun 09, 2016 5:25 PM
Return
License: 3000-1000-BP Period: 02/2016 Return Type: BP- Original Return Due Date: Mar 23, 2015 Total Amount Due: \$1,175.20  View/Print Full Return

Please Note: You will **NOT** be able to print your return after you return to the main menu. Click View/ Print Full Return to print your return

Find additional information and instructions for using EPath
at: <http://dor.sd.gov/epath/>

Questions?

Call: 605.773.8178
Email: sdmotorfuel@state.sd.us